

BIG BROTHERS BIG SISTERS
A Community of Caring
Job Description

POSITION: EXECUTIVE DIRECTOR

ACCOUNTABILITY OBJECTIVE:

This position is accountable for professional and administrative leadership to the positive youth development agency and meeting the goals and mission of the agency.

NATURE AND SCOPE OF THE POSITION:

This position leads the BBBS agency to ensure that the mission, strategy, values, and goals of the organization are achieved. The position reports directly to a volunteer Board of Directors primarily through the Board President and the various committees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Business Planning and Execution

- Develops and drives the business plan of the organization within the broad context of the nationwide strategic direction.
- Drives a collaborative process with the Board and staff to create a 3-year business plan and 12-month operation plan and budget.
- Uses performance metrics to guide strategic and operational decision-making.
- Ensures resources are in place to carry out plans.

Board Development

- Promotes a diverse and inclusive Board of Directors willing to lead and contribute to the fund development success of the organization.
- Partners with and engages the Board to leverage and secure resources; contributes expertise and advice on short and long term strategic goals.
- Ensures open communication with the Board about all aspects of agency performance (including programming, finance, and ethics), maintaining effective processes to keep Board members well informed and to use their time and talents appropriately.
- Identifies key constituencies and leverages community relationships to assist in Board member recruitment.
- Partners with Board Development Committee to ensure effective orientation and education of Board members to build their knowledge, commitment, and skills and to develop and maintain their accountability.

Talent Management

- Attracts, retains, develops, and leverages staff talent.
- Creates an environment where staff is engaged and performing at high levels.
- Institutes and utilizes an effective performance management system for all employees that includes annual objective setting and evaluation.
- Ensures a comprehensive recruitment and retention strategy to support BBBS' commitment to build a sustainable organization.
- Promotes a positive work environment that elevates morale, appreciates diversity, and operates with openness.

- Works closely with the Personnel Committee as an advocate for the staff in the development, implementation, and recommendation of updates/changes in the personnel policies and practices for the organization. Other recommendations such as salary adjustments will be made as necessary.

Financial Management

- Develops plans that maximize the financial strength of the agency without adversely affecting other criteria of success (e.g. customer satisfaction, quality of service). Communicates the key performance standards and manages to the measures.
- Ensures the development of all financial, facility, and operational plans including insurance; oversees implementation of budgets, monitors progress/changes related to budgets.

Fund Development

- Proactively leverages relationships to ensure the organization develops and maintains strong long-term partnerships with a diverse base of individual, foundation, public, and corporate donors/funders.
- Develops a strategic and comprehensive annual and multi-year development plan that identifies prospects and donors and enhances the short and long term diversified funding base for the agency.
- Builds loyal and long term relationships with key donor segments based on mission, cultivation and stewardship, program outcomes, and sound fiscal management.
- Proactively researches and identifies various funding sources; writes grant proposals to secure current and new programs for the growth and sustainability of the organization.

Program Impact

- Ensures that comprehensive marketing strategies are developed to attract, engage, and mobilize a significant number of volunteer mentors.
- Ensures programmatic excellence and maximum program impact is achieved by establishing operational benchmarks, setting timelines and making child safety a priority.
- Actively participates in nationwide initiatives, programmatic innovations, best practices, and quality standards; adapts these standards and practices to create maximum impact within the local agency's environment.
- Develops and implements a highly effective recruiting model to attract volunteer Big Brother and Big Sister mentors to meet the growing need of children in the community; assures that these partnership relationships and volunteers reflect the full diversity of the community.
- Collaborates with other BBBS agencies to leverage potential resources and marketing opportunities.

Ambassador and Spokesperson

- Represents BBBS at external partnership events and with the media.
- Positively influences partners, the media and public policies to generate volunteers, donors, and other resources.
- Raises the public profile of BBBS by serving as the media spokesperson and strong advocate for the agency in concert with the Board of Directors. Serves as a visible, visionary, and influential leader in the community.
- Creates and communicates an inspiring vision and sense of organizational purpose; establishes and espouses a guiding philosophy and core values in

support of the mission; focuses attention and resources on strategies employed to uphold mission.

Other

- Oversees/coordinates maintenance of BBBS property and building.

CHALLENGES:

The projected first year accomplishments for the new Executive Director include:

- Become completely familiar with all operating aspects of the BBBS organization including staff, finances, programs and services, funders and partners, community, and Board members.
- Manage a budget of limited resources against an ever increasing demand for service and the development of qualified personnel in order to meet agency objectives.
- Generate fundraising and programmatic success.
- Evaluate all aspects of the BBBS organization: Programs, staffing, funding, volunteer recruitment, technology, community interaction, facilities and assets; implement and/or make recommendations on enhancements and changes.
- Develop and maintain effective relationships with people both within and outside the organization, ensuring that the Board and committees are informed and aware of agency status.
- Develop effective relationships with other BBBS organizations in surrounding counties in order to proactively evaluate concept of regionalization of services and structure.

COMPENSATION:

The Executive Director is expected to earn an attractive base salary with appropriate perquisites; some relocation assistance may be provided.

POSITION REQUIREMENTS:

Education:

Bachelor's Degree in Business Administration or related field. Graduate level degree preferred.

Professional Work Experience:

A minimum of 5 years of proven results in a leadership role, building an organization and achieving results, is required. Experience with grant writing, fund development, and public relations required. Experience working with a non-profit agency is desirable.

Skills and Knowledge:

- Strategic thinking, planning, and project/process/systems management skills.
- Entrepreneurial approach to the use of scarce resources.
- Knowledge of managing simultaneously for short, mid, and long term results.
- Proven interpersonal and team building skills.
- Excellent organizational skills with ability to multi-task.
- Excellent verbal/written communication skills.
- Excellent relationship-building skills.

- Ability to lead complex, multi-component projects to successful outcomes. Ability to negotiate and influence effectively in high impact situations with stakeholders at all levels.
- Ability to effectively motivate, develop, and manage the work of others.
- Knowledge of Microsoft office programs, including Word, Excel, and PowerPoint.

Leadership Competencies:

- Strategic and visionary leadership with strong commitment to mission of agency
- Trusted influencer and relationship builder.
- Ethical leadership; promoter of values, diversity, and inclusion among volunteers and employees.
- Enterprise and systems thinking with ability to understand and execute financial and other drivers that influence agency success.
- Drive for results and performance.
- Change leadership – Compelling vision with initiative to manage change process as necessary for continuous improvement.
- “Customer-first” focused.

The job description should include, but is not limited to, the above listed key functions. The Board of Directors retains the discretion to add to or change the job functions at any time. This job description does not constitute an employment contract.

Deadline for submissions: April 29, 2011

Send resumes to:

Attn.: Search Committee
Big Brothers Big Sisters, A Community of Caring
3501 Covington Road
Kalamazoo, MI 49001-1876

Or email:

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